

Campus Portal

Enabling Parent Communication

SS1301-1, SS1301-2

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Agenda

- Why Campus Portal exists
- Implications
- System set-up
- Creating user accounts
- Tips for getting started
- Guardian view
- Student view



Why Campus Portal Exists

- Stakeholders see real-time data for all students in their household
 - Streamlines educational processes
 - Parents/guardians have information without having to ask
 - Students have information that helps them perform better
 - Builds stakeholder collaboration
 - Informed parents
 - Help students achieve
 - Support their school



Why Campus Portal Exists

- Data available to stakeholders
 - Calendar
 - Schedule
 - Assignments
 - Grades
 - Attendance
 - Behavior
 - Health
 - Assessments
 - Fees
 - Course registration



Implications

- Portal impacts school processes
- What information should your school share?
- What are the benefits?
- What workflow changes must be put in place before sharing the data?
- What are the challenges to putting workflow changes in place?

The screenshot shows a web-based configuration interface for a school portal. At the top, there are tabs for 'Departments', 'Rooms', 'Portal Options' (which is selected), 'School Standards', 'Locker Location', 'Lockers', and 'Locks'. Below the tabs is a 'Save' button. The main content area is titled 'Portal Options' and contains three sections: 'Display Preferences', 'Schedule Preferences', and 'Gradebook Preferences'. Each section has a list of options with checkboxes. In the 'Display Preferences' section, most options are checked, including Attendance, Reports, Health, Student Registration, Behavior, Account, IEP, Student Fees, Assessment, and Special Education Forms. In the 'Schedule Preferences' section, the 'Schedule' is set to '07-08 4T7P - Clinton Secondary' and 'Display Terms' 1, 2, 3, and 4 are all checked. In the 'Gradebook Preferences' section, 'Display Gradebook', 'Grading Scale', and 'Calculated Task Scores' are checked. Below these, there are checkboxes for 'Task Summary Percents' and several rows of checkboxes for 'Assignment', 'Group', 'Task Totals', and 'Child Task' preferences, all of which are checked.

Departments Rooms **Portal Options** School Standards Locker Location Lockers Locks

Save

Portal Options

Display Preferences

<input checked="" type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Behavior	<input checked="" type="checkbox"/> Assessment
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> Account	<input type="checkbox"/> Contact Information
<input checked="" type="checkbox"/> Health	<input checked="" type="checkbox"/> IEP	<input checked="" type="checkbox"/> Special Education Forms
<input checked="" type="checkbox"/> Student Registration	<input checked="" type="checkbox"/> Student Fees	<input checked="" type="checkbox"/> Access Log
<input type="checkbox"/> School Choice Application	<input type="checkbox"/> PLP	<input type="checkbox"/> Grad Planner
<input type="checkbox"/> Transportation	<input type="checkbox"/> Newsletter	<input type="checkbox"/> To Do List

Schedule Preferences

☒ Schedule ▼

Display Terms: ☒ 1 ☒ 2 ☒ 3 ☒ 4

Gradebook Preferences

☒ Display Gradebook

☒ Grading Scale

☒ Calculated Task Scores *(Must check this to have calculated scores and percentages for Tasks display. Also check the appropriate Task/Child Task preferences below.)*

☒ Task Summary Percents *(Show all percentages in Task Summary table. Does NOT display calculated Task percents unless "Calculated Task Scores" is checked.)*

Assignment: ☒ Pts Poss ☒ Score ☒ Percent ☒ Multiplier

Group: ☒ Pts Poss ☒ Score ☒ Percent

Task Totals: ☒ Pts Poss ☒ Score ☒ Percent ☒ Letter Grade

Child Task: ☒ Pts Poss ☒ Score ☒ Percent ☒ Letter Grade

Portal options setup screen

System Setup

- Before using Campus Portal, make sure your data is accurate
- Portal users do not need tool rights assigned
- System Administrator controls the data users see
 - System Administration>Resources>Resources>Portal Options
 - School specific



Creating User Accounts

- Districts have two options to create Campus Portal accounts
 - Manually
 - Assign usernames and passwords the same way passwords are assigned to staff that use Campus application
 - Automatically
 - User enters an activation key to create their own username and password



User Accounts: Activation Key Option

- For user to create their own Campus Portal account provide user with an activation key
- Key is called the Global Unique Identifier (GUID) and is found on the person's Demographic tab
 - Student Information>General
- GUID is a 32 character alphanumeric identity number

The screenshot displays a student's account page for Adam Y. Aasland. The page includes a navigation bar with tabs for Behavior, Transportation, Fees, Lockers, Athletics, AdHoc Reports, Waiver, Records Transfer, Summary, Enrollments, Schedule, Attendance, Programs, Grades, Transcript, Credit Summary, and Assessment. The 'Summary' tab is selected. Below the navigation bar, there are links for 'Print' and 'Print w/ Picture'. The 'Person Information' section is visible, showing fields for PersonID (2270), Name (Aasland, Adam Y), Gender (M), Race Ethnicity (White, not Hispanic), Birth Date, Student Number (665336), State ID, and Person GUID (D8228547-9B85-4742-A4EE-D22961CC13EC). The Person GUID field is highlighted with a red box.

Person Information	
PersonID	2270
Name	Aasland, Adam Y
Nickname	
Gender	M
Race Ethnicity	White, not Hispanic
Birth Date	
Student Number	665336
State ID	
Person GUID	D8228547-9B85-4742-A4EE-D22961CC13EC
Comments	

User Accounts: Activation Key Option

- To provide the guardians with their person GUID
 - Create an Ad Hoc report
 - Export the information to Excel and Mail Merge using Word to create your letter to the parent/guardian

The screenshot displays the 'Ad-Hoc Query Wizard' interface. At the top, a dropdown menu is set to '4T4P Block - Harrison High'. Below this, the 'Query Name' field contains the text 'Portal GUID for Parents'. The interface is divided into two main sections: 'All Fields' on the left and 'Selected Fields' on the right. The 'All Fields' section contains a tree view with the following categories: Student, Demographics, School Calendar, School, District, Learner, Learner Planning, Census, Health, Medicaid, Behavior, Attendance, and Assessment. The 'Selected Fields' section contains a list of fields: student.studentNumber, student.lastName, student.firstName, student.grade, student.activeToday, contacts.guardian, contacts.lastName, contacts.firstName, contacts.personGUID, contacts.addressLine1, contacts.addressLine2, and contacts.mailing. A '<---' button is positioned between the two sections. At the bottom right, there are '< Back' and 'Next >' buttons.

4T4P Block - Harrison High

Ad-Hoc Query Wizard

Query Name: Portal GUID for Parents

All Fields

- Student
- Demographics
- School Calendar
- School
- District
- Learner
- Learner Planning
- Census
- Health
- Medicaid
- Behavior
- Attendance
- Assessment

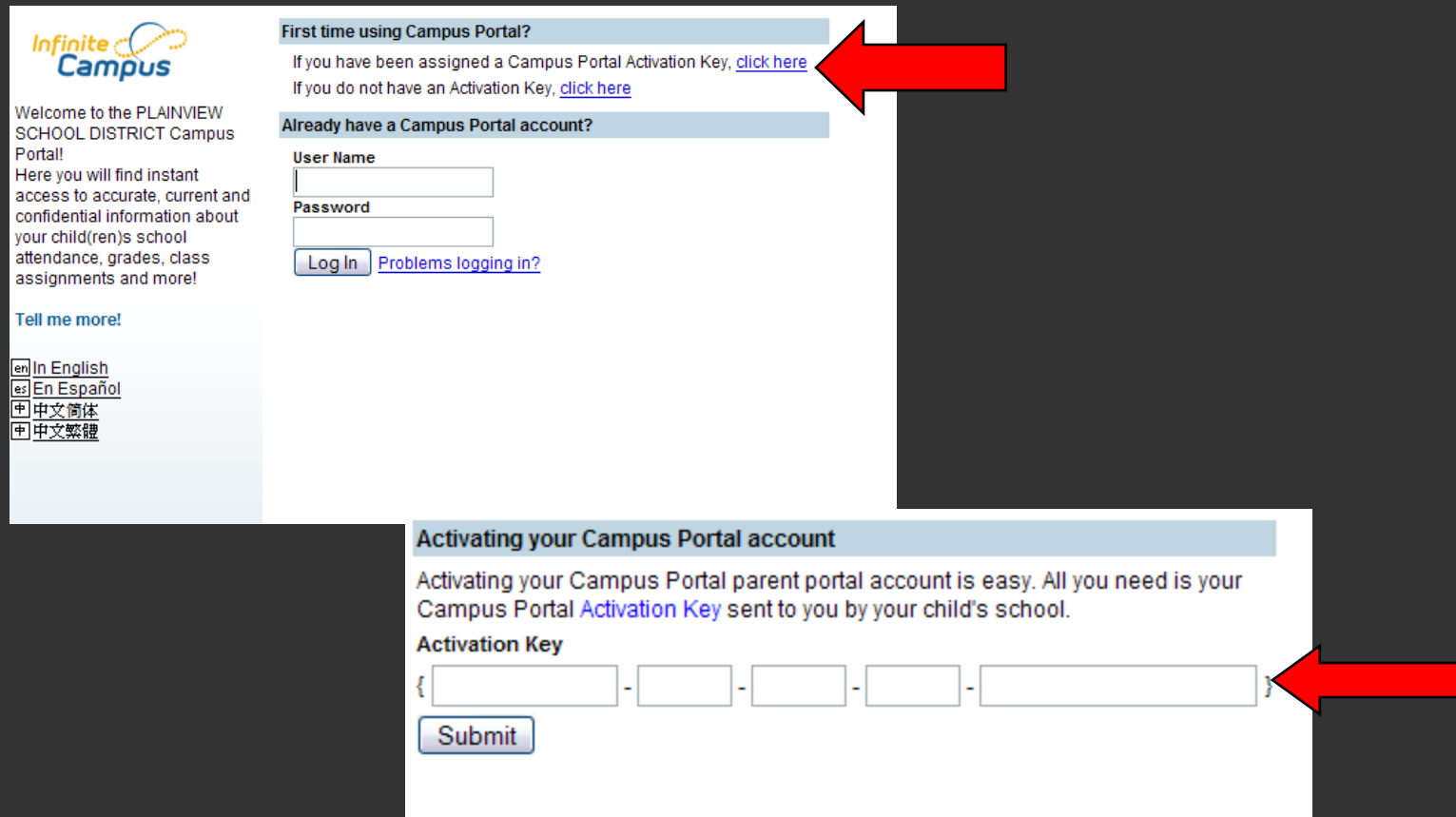
Selected Fields

- student.studentNumber
- student.lastName
- student.firstName
- student.grade
- student.activeToday
- contacts.guardian
- contacts.lastName
- contacts.firstName
- contacts.personGUID
- contacts.addressLine1
- contacts.addressLine2
- contacts.mailing

< Back Next >

User Accounts: Activation Key Option

First time access using activation key



Infinite Campus

Welcome to the PLAINVIEW SCHOOL DISTRICT Campus Portal!
Here you will find instant access to accurate, current and confidential information about your child(ren)s school attendance, grades, class assignments and more!

[Tell me more!](#)

☐ In English
☐ En Español
☐ 中文简体
☐ 中文繁體

First time using Campus Portal?

If you have been assigned a Campus Portal Activation Key, [click here](#)
If you do not have an Activation Key, [click here](#)

Already have a Campus Portal account?

User Name

Password

[Problems logging in?](#)

Activating your Campus Portal account

Activating your Campus Portal parent portal account is easy. All you need is your Campus Portal [Activation Key](#) sent to you by your child's school.

Activation Key

{ - - - - }

Student Accounts

- Campus Portal also allows students to access their own information
- Wizard for student account creation
 - Path: System Administration > User Security>Student Accounts
- Wizard creates student accounts that can be used for
 - Online student registration
 - Campus portal access



Student Accounts Wizard

- System Administration>User Security>Student Accounts

Year: 07-08 School: 4T7P - Clinton Secondary

Student Accounts

This tool will allow you to make batch changes to all student accounts for the currently selected calendar.

- ☐ Add Users
Adds user accounts with the student number as the username and the birthdate (MMDDYY) as the password for students without accounts in this calendar.
- ☐ Delete Users
Deletes all student user accounts for this calendar.
- ☐ Disable Accounts
Disables all student user accounts for this calendar.
- ☐ Enable Accounts
Enables all student user accounts for this calendar.
- ☐ Force Password Change
Forces all student accounts for students in this calendar to change their passwords.

Tips for Getting Started

- The basic web address for Campus Portal
 - `http://<campus district access>/database name/portal/district name.jsp`
- A student account has Campus Portal as their homepage
- Put force password on Portal accounts
 - When a student logs in, he/she will be directed to change their password
- Provide students with a link to Portal





Tips For Getting Started


- Ideas for spreading the news that Campus Portal is ready
 - Host an open house where guardians can get information about Campus Portal and get assistance in activating their portal account
 - Mail a letter home with the guardian's GUID number and detailed information on how to activate their account
 - Put a link on the district homepage to Campus Portal along with links to information regarding Campus Portal
 - Create a dedicated anonymous e-mail account to field questions














Parent/Guardian View





 **Nina Aasland**


 Family


-  Calendar
-  Aasland, Adam 11
 -  07-08 4T7P - Clinton Secondary
 -  Schedule
 -  Attendance
 -  Behavior
 -  Health
 -  Assessment
 -  Fees
 -  Reports

 4T7P - Clinton Secondary


 View Access Log

 Change Account Info


 Log Off

 en


In English

 es

En Español

 中

简体中文



 中

繁體中文

District Notices

School Notices

Inbox

		Date	Subject
No Messages			

Student View



Adam Aasland

- Family
- Calendar
- Aasland, Adam 11
- 07-08 4T7P - Clinton Secondary
 - Schedule
 - Attendance
 - Behavior
 - Health
 - Assessment
 - Fees
 - Reports

4T7P - Clinton Secondary

- View Access Log
- Change Account Info
- Log Off

- en In English
- es En Español
- 中 简体中文
- 中 繁體中文

Adam Aasland's Schedule for 07-08 4T7P - Clinton Secondary

= Click on Class Name for Current Assignments and Scores

= Click on Teacher Name for Email

	Term 1	Term 2	Term 3	Term 4
01	0806-1 Concert Band A Gomez F Gomez Rm: 122 Start:01/03/2008			
02	0734-3 Analysis A Lifellearn, Casey Rm: 126 Start:01/03/2008	0735-7 Analysis B Lifellearn, Gabe Rm: 126 Start:01/03/2008	0736-13 Analysis C Lifellearn, Mike Rm: 126 Start:01/03/2008	0737-1 Analysis D Lifellearn, Alan Rm: 126
03	Empty			
04				
05				
06				
07				

Questions & Answers

Ask, we're ready!



Learn More!

Additional training is available from Campus U

- Professional, certified trainers
- Just-in-time offerings
- Online
- In person
 - In your district
 - At Infinite Campus

